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Get Started with Canvas
How do I log in to Canvas?

To log into your Canvas account, simply enter your Canvas-registered email address and associated password into the corresponding fields of your institution's Canvas URL.

If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.

**Note:** Students need to be invited or enrolled through an institution to access a Canvas course.

Log In to Canvas

HTTPS://canvas.instructure.com/login

Log in by typing your institution's Canvas URL, or learn.canvas.net for Canvas Network courses, in a browser address bar.

Enter Login Information

Enter your email address [1] and password [2]. Click the Log In button [3].
Note: If you need free Canvas account, click the Click Here, It's Free! link [4] and learn how to sign up for free. The free Canvas account is for instructors who are not already using Canvas through their institution.

What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

Click here to view an overview video about the Canvas Interface.

The Canvas Dashboard

The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.
The Dashboard is designed to answer the questions, “What is going on in all of my courses?” and “What do I need to do next?”

**Global Navigation**

The Global Navigation directs users to menus or pages that display:

1. all of a user's courses and groups,
2. all of a user's assignments,
3. a grade summary page, and
4. the Calendar.

These four menus and pages will display different items depending on whether you are a student or an instructor. Under Assignments, for example, Instructors will see assignments that need to be graded and students will see assignments that need to be turned in.
Sidebar

The Sidebar contains three helpful feeds:

1. The **To Do** feed lists the next five assignments you need to turn in (if you are a student) or need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. The **Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.
Global Stream

The Global Stream contains a stream of recent activity from all of your courses. There are announcements, discussions, assignment notifications, and conversations. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. You can view the details of each section by hovering in the section area and clicking the Show More button.

Return to Dashboard

Click the Canvas logo in the Global Navigation to return to your Dashboard.
How do I view my courses?

After logging in to Canvas, you can view your current, past, and future enrollment courses in Canvas.

Access Courses on Dashboard

Open the Courses & Groups tab in Global Navigation [1]. At the bottom of the drop-down menu, click the View all courses link [2].

Note: You can customize your courses that appear in the drop-down menu.
Course Categories

Courses are organized into three categories: My Courses [1], Past Enrollments [2], and Future Enrollments [3].

Your enrollment status is displayed under each course name [4]. Statuses are student, teacher, TA, observer, or designer.
My Courses

Active courses have been published by your institution, admin, or instructor and are in progress as part of the current semester or term. They are located under the **My Courses** heading [1]. Accessible courses are identified by blue text [2]; click a course name to open the course.
Past Enrollments

Courses under the Past Enrollments heading [1] are courses that have concluded but are still accessible as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments. Click the course name to view the archived course [2].
Future Enrollments

Future Enrollments [3] are courses that have not yet started. These courses appear in gray text [2] until they are accessible. Students cannot access these courses until they are published as an active course and move under the My Courses heading.

Viewing this section is a good way for students to confirm they are enrolled in future courses.

Note: Some institutions may disable the option to view Future Enrollments.
View Course

View your accessible course. Learn how to [navigate your Canvas course](#).

To return to the [Dashboard](#), click the Canvas logo [1].

To return to your course list, click the Courses & Groups link in [Global Navigation](#).
How do I navigate a Canvas course?

A Canvas course is divided into six main sections.

To help you learn how to navigate a Canvas course, this lesson uses a course that has already been populated. To learn how to build a new course, visit the create a new course shell lesson.

Canvas Course Navigation Overview

There are six main sections in a Canvas course:

1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner
The Course Navigation links help you get to where you want to go within a Canvas course. As an instructor, you can customize what links are shown in your course.

Global Navigation Menu
The Global Navigation menu helps you get to where you want to go across all of the Canvas courses you are enrolled in.

**Help Corner**

The Help Corner helps students contact the instructor or Canvas Support. It also provides places for user feedback and user ideas.

**Breadcrumbs**

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.
Content Area

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.
Sidebar

The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
How do I create a new course shell?

Admins or instructors can create a course shell in Canvas to host courses for their institution. Some institutions will have this option disabled and instead provide course shells to faculty automatically via SIS (Student Information System) imports.

Note: If you are not able to create your own course shell as shown in these instructions, your institution has disabled this feature. Contact your Administrator for assistance.

Log In to Canvas

Login to your Canvas instance by entering your username and password in the appropriate fields.

Start a New Course

Click the Start a New Course button.
Note: If you do not see this button in Canvas, your institution has disabled this feature.

Add Course Details

Add your course name by typing in the course name field [1]. Add a short name for the course by typing in the short name field [2]. Set the content license by selecting the content license drop-down menu [3]. Make the course publicly visible by click on the Make course publicly visible (student data will remain private) checkbox [4].

Note: The ability to create a short name for the course will appear only if the user adds a long course name.

Create Course

Click the Create course button.
View Course Shell

View the new course shell.

Repeat these steps to create additional course shells.
Customize Canvas
How do I access my User Settings?

Personal settings differ from course settings.

If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Locate Settings Link

By clicking on the Settings link in the Help Corner of the Canvas interface, users can

- add a Profile picture
- change their display name
- adjust Notification Preferences
- upload Files
- create ePortfolios
- adjust user settings

Click here to return to the Profile & Personal Settings chapter.

How do I set my Notification Preferences?

You can set notification preferences to receive updates about your Canvas courses. These steps apply for all users.

Click here to view a video about Notification Preferences.

Note: These settings apply to all of your courses.

Open Personal Settings

Click the Settings link.
View Settings

Within your personal settings, you can:

- Add ways for your fellow classmates to contact you
- Link to web services
- View and set notifications preferences
- View approved integrations
Add Ways to Contact

Before you can set your Notification Preferences, you will need to set the ways you want to be notified.

Your account will already display the email associated with your account. However, if you want to add an additional email address, click the Add Email Address link [1].

If you want to add any other type of contact method such as Twitter or text messages, click the Add Contact Method [2].

Edit Contact Methods
Canvas will ask to verify your additional contact methods. Once they have been verified, a checkmark will appear next to the method type [1]. You can delete additional contact methods at any time by clicking the trash icon [2].

**Link to Web Services**

The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1].

Other services that are available for registration appear in the right column under the **Other Services** heading [2]. Register for any of these other services by clicking one of the **[ServiceName]** buttons [3]. Once you have registered for that service properly, the service name will move from the right column to the left column. Repeat this process to add additional services.
View Notification Preferences

You can view and set notification preferences within your course. In the navigation menu, click the **Notifications** link.
View Notification Preferences

Your notifications preference page will display all of the contact methods you have created across the top of the page. You will need to specify how you want to be notified for each contact method.

The notifications are divided up into six categories:
View Notification Descriptions

Notification Preferences

**Course Activities**

- Due Date
- Grading Policies
- Course Content
- Files
- Announcement

**Grading**

- Include scores when alerting about grade changes.

**Invitation**

- All Submissions

**Late Grading**

- Assignment submission/resubmission

**Submission Comment**

- Mark new submission comments as read.
When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. **Note:** Some notifications are for instructors and admins only as noted in the hover descriptions:

**Course Activities**

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content including WikiPage, Assignment, and Quiz content
- Files: New file added to your course. Canvas will only notify you of new files in a course once they have been updated.
- Announcement: New announcement in your course
- Grading: Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed. Check **Include scores when alerting about grade changes** checkbox if you want to see your grades in your notifications. If you aren't using your institutional email address, be aware that sensitive information will be sent outside the institution.
- Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders
- All Submissions (Instructor & Admin only): Assignment submission/resubmission
- Late Grading (Instructor & Admin only): Late assignment submission
- Submission Comment: Assignment submission comment. Check the **Mark new submission comments as read** checkbox if you don't want submission comments to show up as a new message in your Canvas Inbox.

**Discussions**

- Discussion: New discussion topic in your course
- Discussion Post: New discussion post in a topic you're subscribed to

**Conversations**

- Added to Conversation: You are added to a conversation
- Conversation Message: New Inbox message

**Scheduling**

- Student Appointment Signups (Instructor & Admin only): Student appointment signup using Scheduler
- Appointment Signups: New appointment on your calendar
- Student Appointment Cancellations: Appointment cancelation
- Appointment Availability (Instructor & Admin only): Change to appointment time slots
- Calendar: New and changed items on your course calendar

**Groups**

- Group Membership Updates: Group enrollment, accepted/rejected membership; (Admin only) pending enrollment activated

**Alerts**
• Administrative Notifications (Instructor & Admin only): includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group

View Set Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include scores when alerting about grade changes.</td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>All Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Grading</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Submission Comment</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mark new submission comments as read.</td>
<td></td>
</tr>
</tbody>
</table>

For email whitelist purposes, notifications will be sent from an email address ending in instrucrure.com.

By default, your notifications will be set as follows:

Course Activities

• Due Date: Emailed weekly
• Grading Policy changes: Emailed weekly
• Course Content: Emailed never
• Files: Emailed never
• Announcements: Emailed right away
• Grading notifications: Emailed right away
• New Invitations: Emailed right away
• All Submissions: Emailed never
• Late Grading: Emailed daily
• Submission Comments: Emailed daily

Discussions

• Discussion: Emailed daily
• Discussion Post: Emailed never

Conversations

• Added to Conversation: Emailed right away
• Conversation Messages: Emailed right away

Scheduling

• Student Appointment Signups: Emailed never
• Appointment Signups: Emailed right away
• Appointment Cancelations: Emailed right away
• Appointment Availability: Emailed right away
• Calendar changes: Emailed never

Groups

• Membership Update: Emailed daily

Alerts

• Administrative Notifications: Emailed daily

View Weekly Notification Time

Your weekly notifications will be sent Friday between 11pm and 1am.

At the bottom of the page, Canvas will let you know when you can expect to receive each notification. The date and time will vary between users.
Edit Notification Preferences

To change a notification for a contact method, hover over the notification type you want to change. Select one of four options.

1. Select the Checkmark icon to be notified immediately of any change for the activity.
2. Select the Clock icon to be notified daily of any change for the activity.
3. Select the Calendar icon to be notified weekly of any change for the activity.
4. Select the X icon to remove the notification preference so you won't be notified of any change for the activity.

Note: Each set notification preference will apply to all of your courses. They cannot be set individually.

View Approved Integrations

Approved Integrations:

<table>
<thead>
<tr>
<th>App</th>
<th>Purpose</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas iOS Apps</td>
<td>expires:</td>
<td>never</td>
<td>details</td>
</tr>
<tr>
<td></td>
<td>Last Used:</td>
<td>Nov 29, 2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>at 4:11pm</td>
<td></td>
</tr>
</tbody>
</table>

When you allow third-party integrations to access your account, they will appear in the Approved Integrations section. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.
How do I connect to web services outside of Canvas?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Integrate Web Services With Canvas

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in “Other Services” to see what we mean.

Let fellow course/group members see which services I've linked to my profile

By registering other web services with Canvas, you create different ways to be contacted. By default we do not disclose this information to other users within the system unless you give us your consent.

Integrate Web Services with Canvas

Other Services

Click any service below to register:

Google Docs
Skype
Facebook
LinkedIn
Twitter
Delicious
Diigo
Integrated web services include:

- Google Docs
- Etherpad (Typewith.me)
- Facebook
- Twitter
- Scribd
- Skype
- LinkedIn
- Delicious

Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Wimba

How do I customize my Courses drop-down menu?

You can customize the courses you want to show in your Courses drop-down menu.

**Note:** Courses are always listed alphabetically; you cannot reorder your courses manually.

Select Courses from the Global Navigation

![Courses & Groups menu](image)

Click **Customize** on the Courses drop-down menu.
Choose Courses

1. Click the checkboxes next to a course to add or remove the course from the Courses drop-down menu [1].

2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

Note: You can see all your present, past, and future courses by clicking on the View all courses link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.
Close the Customization Menu

Once you have finished customizing the drop-down Courses menu, close the customization menu by clicking the X icon at the top right. You can also click the Reset button to make all the courses you are enrolled in re-appear.

How do I change the language preference in my user account?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open Settings

In the Help Corner, click the Settings link.

Edit Settings

Click the Edit Settings button.
Select Language

Choose your preferred language in the Language drop-down menu.

Update Settings

Click the Update Settings button.
View Preferred Language

Click here to return to the Profile & Personal Settings chapter.
Organize a Course
What is the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course

A course originally starts in an unpublished state allowing instructors to set up your course and ready the content while concealing it from students. Instructors, designers, and admins can add students, teachers, and TAs to the course. As soon as you're ready then you can publish your course and make it available to the students.

When would I use the Course Setup Checklist

The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course in Canvas. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course via the People page
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Add TAs to the course via the People page
- Publish the course, which will automatically send invitation emails to any students you have already added to the course

Note: Once you have published a course, it cannot be unpublished.
How do I change the Course Home Page?

You can change your Course Home Page to 1) the Recent Activity Dashboard, 2) a Page you can Decide Yourself, 3) the Course Modules/Sections, 4) the Assignment List, or 5) the Syllabus with Assignment List.

Click here to view a video about Course Layout - Customization.

Open Course

Find the course you want to view the home page for and click on the link. You will see the Course Home Page when you open the course.

View Course Home Page

Click the Change Home Page Layout link to update or change the home page [1].
Open Home Page Layout Drop Down Menu

Set Home Page Layout

When people visit the course page, show them [a Page I'll Design Myself]

You can design your own course home page and include whatever links, images or rich media you like.

Update Layout  Cancel

Open the Home Page Layout drop down menu.

Select Home Page Layout

Click the home page layout you prefer. Your selection will be indicated with a check mark. Your choices for the home page include: the Communication Stream, a Page I'll Design Myself, the Course Modules/Sections, the Assignment List, or the Assignments with Syllabus.

Update Layout

Set Home Page Layout

When people visit the course page, show them [a Page I'll Design Myself]

You can design your own course home page and include whatever links, images or rich media you like.

Update Layout  Cancel
Click the **Update Layout** button to save the changes made to the Course Home Page.

**View the Recent Activity Dashboard**

The Recent Activity Dashboard lets participants see the most recent conversations, notifications and interactions for this course. It is very similar to the dashboard page where users first log in, but only shows content for the specific course.
View Page I'll Design Myself

U.S. Presidents 101

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

A Page I'll Design Myself allows instructors to design the course homepage and include links, images or rich media.
View the Course Modules/Sections

![Course Modules]

The Course Modules/Sections allows instructors to organize the course into modules or sections. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.

View the Assignment List

![Upcoming Assignments]

Abraham Lincoln Assignment
George Washington Assignment
Graph Assignment
Introduce Yourself
John Adams Assignment

Change Home Page Layout | See Course Stream
The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

**View the Assignments with Syllabus**

The Assignments with Syllabus allows instructors to write up a description of course expectations or introduce the course with links, images, etc. It then shows a calendar view of all assignments and course events.

**How do I reorder and hide Course Navigation links?**

By default, all links are enabled for all courses. Please note that links cannot be renamed.
Links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

**Note:** Configured External Apps may create additional Course Navigation links. You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation menu, drop the link at the top. By default the link will appear as the second link in the list. Then move the top link down below your preferred link.

### Open Settings

Click the **Settings** link.
Open Navigation

Click the Navigation tab.

Reorder Navigation Links

Drag and drop items to reorder them in the course navigation.

1. Home
   Announcements
   Assignments
   Discussions
   Grades
   Pages
   Syllabus
   Quizzes
   Modules
   Conferences
   Collaborations

3. Drag items here to hide them from students.
   Disabling most pages will cause students who visit those pages to be redirected to
   the People page.

2. Outcomes
   Page disabled, will redirect to course home page

Files
   Page disabled, will redirect to course home page

4. Save

Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links from each section—to hide them from or show them to students [3]. Click the Save button [4] when you are finished reordering everything.

**Note:** You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation menu, drop the link at the top. By default the link will appear as the second link in the list. Then move the top link down below your preferred link.
What course settings do I have control over?

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course.

Open Settings

The settings portion of your course is only available to teachers. Students won’t be seeing this link so this is where we put in the different reports just for the teachers themselves.
View Settings

1. In the **Course Details** tab, you can view the details of your course, its name, what your quota is, and what license that you've attached to this content inside of your course.
2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. In the **Navigation** tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of the links. You can also hide specific links from students. Any configured **External Apps** (LTI Tools) that appear in Course Navigation also appear here as well.
4. The **Apps** tab allows you to view installed apps and link apps enabled by your institution to your course.
5. The **Feature Options** tab allows you to enable and disable Canvas features within your course as made available by your account admin.
Add Course Content
How do I add a file to my course?

To add a file to your course, make sure you are in the course you wish to add the file to.

**Note:** Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

**Open Files**

Click the **Files** link.
Add Files

Click the Add Files link to upload files.
Select Files

Click the title of the file you wish to upload [1] and click the Open button to upload the file.

Monitor Uploads

A progress bar will appear at the top of screen tracking the progress of your file upload.
View Files

All files will be organized in alphabetical order.
Adding Files in Chrome, Firefox & Safari

Some web browsers (Chrome, Firefox, and Safari) contain a unique feature that allows the user to add files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.
How do I create a new Page?

Creating new Pages is easy in Canvas courses.

**Open Pages**

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes

Click the **Pages** link.

**Create a New Page**

Click the **Create a New Page** button.
Name the Page

Type a name for the page in the new page title field [1]. Click the Create button [2].

Add Content

Add content to your page using the Content Selector [1]. Edit the content using the Rich Content Editor [2] or switch views to edit HTML [3].
Edit Page Settings

1. Hide this Page from Students
2. Only Teachers can edit this page
3. Notify users that this content has changed

You can choose to hide the page from students by selecting the **Hide this Page from Students** checkbox [1]. You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [2]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [3].

Save Changes

Click the **Save Changes** button.
What is the Rich Content Editor?

Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.
Click here to view a video about the Rich Content Editor.

Note: Configured External (LTI) Tools may create additional buttons in the Rich Content Editor.

Open the Rich Content Editor

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the HTML Editor link [2]. Users can also easily link to course content using the Content Selector [3].

What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

Click here to go to the Rich Content Editor chapter.
How do I create a new Module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Click here to view a video about Modules - Creation and Management.

Open Modules

Click the Modules link.

Create a Module

Click the Create a Module button.
Name the Module

Add Module

Name:  

☐ lock module until a given date

Before students can view this module:
No prerequisites defined
Add prerequisite

☐ students must move through requirements in this module in sequential order

Cancel  Add Module

Type a Module name in the name field.

Lock Module Until a Given Date

Add Module

Name:  Introduction

1. lock module until a given date

Unlock At: Jan 4, 2013

2. Module in sequential order

January 2013

 module
Select the **Lock module until a given date** checkbox [1] to lock the module until a set date. Select the **Calendar icon** [2] to set the date and time.

### Add Prerequisites

Click the **Add prerequisite** link [1] to define prerequisites for access to the module.

### Set Prerequisites

Click the **Select Module** [1] to define prerequisites for access to the module.
Select the prerequisite dropdown menu [1] and select the task students must complete to set the prerequisite.

**Add Module Requirements**

Select the Students must move through requirements... checkbox [1] to require students to move through the content in the modules in sequential order.

**Add Modules**

Click the Add Module button to create the module.

**View Module**
View the new module.

**What are the different Assignment types?**

Within an assignment shell, assignments can be placed within different assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

**Assignment**

An Assignment is a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**Discussion**

A Discussion is a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**Quiz**

A Quiz is a Canvas assignment that can be used to conduct a survey or assess a student’s comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.
External Tool

An External Tool is an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

Not Graded

Not Graded is a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment type can be used for practice assignments as well. This assignment will show up on the Syllabus page and the Dashboard.
How do I create an Assignment shell on the Assignments page?

You can create an Assignment shell on the Assignment page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details.

Click here to view a video about Assignment Creation.

Open Assignments

Click Assignments in the Course Navigation.

Create an Assignment Shell

Click the plus icon in an Assignment group header [1] or the Add Assignment to link [2] to create an assignment shell.
Enter Assignment Shell Details

Enter the Assignment title in the first field [1], click the Calendar icon to select a due date [2] or manually enter a due date, and enter the number of points for the assignment in the points field [3]. Set the Assignment type by selecting the type drop-down menu [4].

If you want to create the assignment shell and edit the details later, click the Update button [5]. If you want to add the details now, click the More options button [6] to edit the assignment details.

Visit the Assignments chapter to learn about the different types of assignments you can create within Canvas.

What are the different types of Quizzes?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Create Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Create Practice Quiz
A practice quiz can be used as a learning tool to help students see how well they understand the course material. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quizzes do not appear in the Syllabus or the Gradebook.

**Create Graded Survey**

![Quiz Type: Graded Survey](image)

A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous.

**Create Ungraded Survey**

![Quiz Type: Ungraded Survey](image)

An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys do not appear in the Syllabus or the Gradebook.
How do I create a new Quiz with individual Questions?

You can add your own questions to your quizzes.

Click here to view a video about Quiz Creation - Questions.

Open Quizzes

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Syllabus
- Quizzes
- Modules
- Conferences

Click the Quizzes link.

Create New Quiz

- [Create a New Quiz]
- [Manage Question Banks]

Click the Create a New Quiz button.
Edit Quiz Settings

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.
Add New Question

Click the Questions tab [1]. Manually create a new quiz question by clicking the New Question button [2].
Complete Question

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
You can link course content to create Quiz questions, such as linking a diagram image.

**Save Quiz**

Click the **Save** button to save your work on your quiz.

**Publish Quiz**

Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].

**Note:** You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

**How do I start a Discussion?**

Creating and starting a Discussion in your course is straightforward.

**Open Discussions**
Click the Discussions link.

Start a Discussion

Click the Discussion button.

Create a Discussion

Create your discussion by utilizing the following options:
1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Attach a file to your discussion.
4. Create a threaded replies by clicking the Allow threaded replies checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the Users must post before seeing replies button.
6. Create a podcast feed for the discussion by clicking the Enable podcast feed checkbox.
7. Create a graded discussion by clicking the Graded checkbox.
8. Make your discussion available on a certain date by filling out the Available From and Until fields.

Save Discussion

Click the Save button to start the discussion.

View Discussion

Getting to Know You
Canvas instructor

Please introduce yourself to the class.

In your reply, please include the following: your name, where you are from, what you are studying, and how much you know about the course. Come up with two truthful statements and one falsehood about yourself in your reply.

Additionally, please reply to at least one other participant, trying to distinguish the truths from the lie.

View the discussion.
What is the Syllabus?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

Locate Syllabus Link

Click the Syllabus link in the course navigation.
View Syllabus

To edit the Syllabus, click Edit Syllabus Description [1]. There are three main parts: a calendar and weighted assignment groups [2], a syllabus description [3], and a syllabus table automatically managed by Canvas [4].

View Syllabus Description

Course Syllabus

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Spring 2013 quarter.

Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
- Office: Panda Desk

Description of course: This course is a kaleidoscope of information regarding Canvas. It’s pretty awesome and you should enjoy doing everything in this course because you are guided throughout the entire course.

If you need help, feel free to email, call or text, stop by the office, or send me a message in Canvas. I am here to help you be successful, please do not hesitate to ask questions.
The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a Scribd preview of your document so your students don't have to download it before reading it.

**View Calendar and Weighted Assignment Groups**

![May 2013 Calendar](image)

The Calendar and Weighted Assignment Groups section will display information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.
View Syllabus Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Details</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 8</td>
<td>Fri</td>
<td>Assignment #3</td>
<td></td>
</tr>
<tr>
<td>Feb 15</td>
<td>Fri</td>
<td>Reading Assignment #1</td>
<td></td>
</tr>
<tr>
<td>Feb 22</td>
<td>Fri</td>
<td>Take This Quiz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment #5</td>
<td></td>
</tr>
<tr>
<td>Mar 1</td>
<td>Fri</td>
<td>Assignment #6</td>
<td></td>
</tr>
<tr>
<td>Mar 8</td>
<td>Fri</td>
<td>Assignment #7</td>
<td></td>
</tr>
<tr>
<td>Mar 15</td>
<td>Fri</td>
<td>What do you know about Psychology?</td>
<td></td>
</tr>
<tr>
<td>Mar 22</td>
<td>Fri</td>
<td>Getting to Know You</td>
<td></td>
</tr>
<tr>
<td>Mar 29</td>
<td>Fri</td>
<td>Reading Assignment #6</td>
<td></td>
</tr>
<tr>
<td>Apr 5</td>
<td>Fri</td>
<td>Assignment #4</td>
<td></td>
</tr>
<tr>
<td>Apr 25</td>
<td>Thu</td>
<td>Softchalk Assignment</td>
<td></td>
</tr>
<tr>
<td>May 8</td>
<td>Wed</td>
<td>Assignment #2</td>
<td></td>
</tr>
<tr>
<td>May 9</td>
<td>Thu</td>
<td>Assignment #1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extra Credit 1</td>
<td></td>
</tr>
</tbody>
</table>

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom [1]. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.
View Public Syllabus Course Setting

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. In your course settings, you can select the **Make the syllabus for this course publicly visible** check box to make your syllabus public.
How do I view the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place.

Locate Calendar Link

Click the Calendar link in the Global Navigation menu.

View Calendar

the Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Month, Week, or Agenda view [1]. The view you choose dictate the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar. For instance, in the above example, assignments and events from the U.S. Presidents 101 course will appear as red in the calendar view [1].

By default, all your course calendars and group calendars will be selected and appear in the calendar view [1]. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view will appear in gray [3].

**Note:** Colors are arbitrarily assigned to each course; they cannot be changed.
View Undated Events List

Expanding the Undated events link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

View Calendar by Month

In month view, you can click the calendar buttons to move from month to month. You can also easily view the events for the current date.
View Due Dates

Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], or Quiz [3].

Calendar Events do not include an icon [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

View Varied Due Dates

If a course has sections with varied due dates, instructors will see the multiple due dates. Students will only see their section's due date.
View Calendar by Week

Click the Week button to see the calendar by week.

View All-day Events

The new Calendar allows you to view All Day Events at the top slot of the calendar week.

View Calendar by Agenda
The is the new Calendar Agenda View. By clicking the Agenda button, the Calendar will show you all of your calendar items, beginning with the month selected in Month view.
Work with Grades and People
How do I enter and edit scores in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, if you want to enter or edit scores in the Gradebook, follow these steps.

Open Grades

Click the Grades link.
Locate Student Score

Click the assignment cell located in the row of the student whose score you want to enter.
Enter New Score

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard). New scores are saved automatically.
View New Score

View the new score.

Click here to return to the Grades chapter.

How do I use SpeedGrader™?

The SpeedGrader™ allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

Access SpeedGrader

You can access SpeedGrader in several ways:

- Access via the Gradebook
- Access via Assignment, Quiz, or Graded Discussion
View SpeedGrader

You can use SpeedGrader™ to:

- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading

For each student, SpeedGrader™ has six areas:

1. View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf (.xls and .xlsx are accepted but they are in beta support) submissions using Crocodoc; review other file format submissions using Scribd or Google Preview
2. Assign a grade based on your preferred assessment method (points or percentage)
3. View Rubric to assist with grading (if one is added to the assignment)
4. View discussions created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

Comments on assignments will also appear as a new thread in Conversations.

Note: You can use keyboard shortcuts to navigate SpeedGrader™. Press the comma key and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

Click here to return to the SpeedGrader™ chapter.
How do I add students to my course shell?

As part of the course setup process, Canvas will invite you to add students to your course shell. As soon you have finished building your course and it is published, Canvas will automatically send course invitations via email to all added users.

If your institution uses SIS imports, your student list will be populated by your admin, so you will not need to invite students to join your course. However, you may need to manually invite users who may not officially part of your institution’s records for the course, such as an observer, TA, or designer.

Open People

To add students to the course, click the People link [1] in the Course Navigation Menu. You can also use the Course Setup Checklist; click one of the Add Students to the Course links [2].
Add People

Click the Add People button.

Add People

Click the Add People button.

Submit Email Addresses

The Add People page shows you how to submit an email address to Canvas and invite them to your course. Names are not required as part of this process.
Note: If you are copying and pasting from a spreadsheet or other type of list where names are included with email addresses, you may want to check that they are formatted in the same way as one of the gray examples in the text field. Otherwise the names may not import correctly.

To submit an email address, type or paste the user's email address in the type field [1]. You can also type or paste several email addresses at one time.

In the Role drop-down menu [2], assign the user(s) a role for the course: Student, Teacher, TA, Designer, or Observer.

In the Section drop-down menu [3], assign the user(s) a Section in the course.

Note: If you are submitting multiple email addresses at the same time, all email addresses inherit the same role and section.

Click the Next button [4].
Check People

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

**Note:** If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field [4]. Otherwise the name field will remain blank.
Confirm Enrollment

Canvas will verify the student enrollment and automatically send an invitation to the course.

To send more invitations to your course, click the Add More Users button [1]. If you are finished inviting students, click the Done button [2] to return to the People page.
View Pending Enrollment

<table>
<thead>
<tr>
<th>Name</th>
<th>Login / SIS ID</th>
<th>Section</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>History 101 - Section C</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Instructor</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Teacher</td>
</tr>
<tr>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Student</td>
<td><a href="mailto:cnvsstudent@gmail.com">cnvsstudent@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
</tbody>
</table>

Until the user accepts the course invitation, the student's status will display as pending.

Once the user has accepted the course invitation, you can interact with the student in the course. You can also send messages to the student via Conversations.

**Note**: It could take up to 24 hours for users to receive their invitations. Canvas will not consider the student to be enrolled—and won’t recognize the student anywhere in Canvas—until the invitation has been accepted. If necessary, you can resend course invitations.
How do I access People?

You can access details about the people, or users, in your course using the People page.

Open Course

In the Courses & Groups drop-down menu, click the course title.

Open People

[Diagram showing the People page in Canvas]
Click the People navigation link.

**View People**

In People, instructors can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Resend course invitations to all students who have not yet accepted.
5. Manually add people to the course.
6. View user groups in the course.
7. View prior enrollments in the course.
8. View registered services for course users.
9. Manage users in the course by hovering over a user’s name.

Students can view users [1], use the search bar [2], use the drop-down menu [3], view user groups [6], and view registered services for course users [8].

To learn more about the People page, read the lesson about people in the course.
Where do I download a copy of the Instructor Quickstart Guide?

You can view the Canvas Instructor Quickstart Guide online or download a PDF version.

Canvas Instructor Quickstart Guide

[Click here to download the Instructor Quickstart Guide.]

Guía de Inicio Rápido del Instructor de Canvas

[Click here to download the Spanish version - Guía de Inicio Rápido del Instructor de Canvas. Or you can visit the Spanish version online.]

How do I get help and submit feedback?

Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

Open Help

Click the Help link [1] from anywhere in Canvas to contact your instructor or Canvas Support. A popup window will appear in your browser.
View Different Types of Feedback

There are five links to various types of options available for help or feedback:

1. **Ask your instructor a question**: Ask your instructor questions about course material or send them a message.
2. **Search the Canvas Guides**: This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
3. **Report a problem**: Submit questions and problems to the Canvas Support Team.
4. **Ask the Community**: Submit questions and problems to the community of Canvas experts.
5. **Request a Feature**: Submit ideas about how to make Canvas better.

**Note**: If you are an instructor, you will not see the Ask your instructor a question help link.
Ask Your Instructor a Question

Which course is this question about?
Message will be sent to all the Teachers / TA's in the course.
Writing for Nonreaders in the Postprint Era

Message
I missed class on Monday, can I do some extra credit work, please?
Thank you!

To ask your instructor or TA questions about course material or send them a message, click the Ask your instructor a question link. Select the relevant course in the dropdown [1] and type your message in the description field [2]. When you're done, click the Send Message button.

Note: If you are an instructor, you will not see the Ask your instructor a question help link.
Search Canvas Guides

To find an answer to your question, click the Search Canvas Guides link. This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
Reporting a problem in Canvas is simple, but before you do, please use the Canvas Community to see if you can find your answer(s).

1. Before submitting a ticket, try searching the Canvas Guides for help.
2. To report a problem with Canvas, click the Report a Problem link.
3. Add a subject to your message by typing in the subject field.
4. Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.
5. Choose from the drop-down menu of how the problem is affecting you. Your choices include: Just a casual question, comment, idea, suggestion; I need some help but it's not urgent; Something's broken but I can work around it for now; I can't get things done until I hear back from you; EXTREMELY CRITICAL EMERGENCY!
6. When you're done, click **Submit Ticket** to send your problem. All questions and problems will be sent to the Canvas Support Team.

**Ask the Community**

To ask a question or get feedback about Canvas from a community of experts, click the **Ask the Community** link. This link will take you to the [Canvas Coach Q&A Site](#) and allow you to ask questions and get feedback from Canvas users like you.

**Request a Feature**

Click the **Request a Feature** link. You can submit your ideas about how to make Canvas even better by clicking on this link or by visiting the [Feature Request Categories](#).